

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 9th day of August, 2023.

Upon the motion of Commissioner Brooks and the second by Commissioner Holton the Board resolves as follows:

To adopt the changes to the **job titles and job descriptions of twelve (12) positions in the Development Services Department.**

Building Division Change

One (1) Chief Building Inspector, position control number 15 231 063, FLSA Exempt.

To

One (1) Assistant Building Official, salary grade 15, min. \$70,720 and max. \$97,593.60, position control number 15 231 063, FLSA Exempt.

This will result in a salary impact of \$16,568.

Engineering Division Change

One (1) Community Outreach Specialist, position control number 15 231 631, FLSA Non-Exempt.

To

One (1) Associate Engineer, salary grade 14, min. \$60,320 and max \$83,241.60, position control number 15 231 631, FLSA Non-Exempt.

This will result in a salary impact of \$7,828.

GIS Division Changes

One (1) Planner I, position control number 15 231 893, FLSA Non-Exempt.

To

One (1) GIS Analyst, salary grade 14, min. \$60,320 and max \$83,241.60, position control number 15 231 893, Non-Exempt.

This will result in a salary impact of \$21,021.

AND

One (1) GIS Analyst, position control number 15 231 799, FLSA Non-Exempt.

To

One (1) GIS Supervisor, salary grade 15, min. \$70, 720 and max \$97,593.60, position control number 15 231 799, Non-Exempt.

There is no salary impact as a result of this change.

Planning Division Changes

One (1) Planning Official, position control number 15 231 077, FLSA Exempt.

To

One (1) Planning Manager, salary grade 16, min. \$83,200 and max \$114,816, position control number 15 231 077, FLSA Exempt.

This will result in a salary impact of \$18,526.

AND

Two (2) Planner IIIs, position control numbers:

15 231 752

15 231 601

FLSA Non-Exempt

To

Two (2), Principal Planners, salary grade 14, min. \$60,320 and max \$83,241.60, position control numbers:

15 231 752

15 231 601

FLSA Non-Exempt.

There is no salary impact as a result of this change

AND

One (1) Planner III, position control number 15 231 829, FLSA Non-Exempt.

To

One (1) Principal Planner, salary grade 14, min. \$60,320 and max \$83,241.60, position control number 15 231 829, FLSA Non-Exempt.

This will result in a salary impact of \$7,529.

AND

One (1) Planner II, position control number 15 231 567, FLSA Non-Exempt.

To

One (1) Associate Planner, salary grade 13, min. \$50,960 and max \$70,324.80, position control number 15 231 567, FLSA Non-Exempt

This will result in a salary impact of \$4,940.

AND

One (1) Planner II, position control number 15 231 798, FLSA Non-Exempt.

To

One (1) Associate Planner, salary grade 13, min. \$50,960 and max \$70,324.80, position control number 15 231 798, FLSA Non-Exempt.

There is no salary impact as a result of this change.

AND

One (1) Planner I, position control numbers 15 231 894, FLSA Non-Exempt.

To

One (1) Associate Planner, salary grade 13, min. \$50,960 and max \$70,324.80, position control number 15 231 894, FLSA Non-Exempt.

There is no salary impact as a result of this change.

AND

One (1), Planning Technician, position control number 15 231 765, FLSA Non-Exempt.

To

One (1) Assistant Planning Manager, salary grade 15, min. \$70,720 and max \$97,593.60, position control number 15 231 765, FLSA Exempt.

This will result in a salary impact of \$39,125.

Updated job descriptions are attached.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

Yes No Not Vote

Did not participate

Commissioner Leslie Van Beek

Brad Holton

Commissioner Brad Holton

Zach Brooks

Commissioner Zach Brooks

X

X

Attest: CHRISTOPHER W. YAMAMOTO, CLERK

M. Beues

Deputy Clerk

Date: 8-9-23



Development Services Department



Canyon County, 111 North 11th Avenue, Suite 310, Caldwell, ID 83605

(208) 454 7458 • (208) 454 6633 Fax • zoninginfo@canyoncounty.id.gov • www.canyoncounty.id.gov

Date : August 7, 2023

To : Board of County Commissioners

From : Sabrina Minshall, AICP
Director of Development Services

Re : Building Division Change

I am requesting approval to change the job title and description of the following position in the Development Services Department, Building Division. This PCN is currently vacant.

PCN	Current Title	New Title	Salary Grade	Salary Impact FY23 vs FY24
063	Chief Inspector	Assistant Building Official	15	\$16,568

These changes are proposed to :

1. Align with industry standards to remain competitive and recruit/retain team members.
2. Differentiate the job duties appropriately between positions in the Building Division.
3. Set clear expectations of knowledge, skills, abilities for the position.
4. Structure the Department to meet the diverse needs of the current and anticipated county functions, work demand, and commitment to excellence. Provide the necessary help to the Building Official to manage the Division and train employees.



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Date : August 7, 2023

To: Board of County Commissioners

From: Sabrina Minshall, AICP
Director of Development Services

Re: Engineering Division Change

I am requesting approval to change the job title and description of the following position in the Development Services Department, Engineering Division. This PCN is currently vacant.

PCN	Current Title	New Title	Salary Grade	Salary Impact FY23 vs FY24
631	Community Outreach Specialist	Associate Engineer	14	\$7,828

These changes are proposed to:

1. Align with industry standards to remain competitive and recruit/retain team members.
2. Set clear expectations of knowledge, skills, abilities for the positions.
3. Structure the Department to meet the diverse needs of the current and anticipated county functions, work demand and reasonable timelines, and commitment to excellence.
4. Provide the necessary assistance to the County Engineer to meet the significant backlog of development application reviews, freeing up a portion of County Engineer time for policy and ordinance updates, and assisting other County Departments as available.
5. Once trained, reduce and eventually eliminate, County reliance on contract engineering services for routine development application review.



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Date: August 7, 2023

To: Board of County Commissioners

From: Sabrina Minshall, AICP
Director of Development Services

Re : GIS Division Changes

I am requesting approval to change the job titles and descriptions of the following positions in the Development Services Department, GIS Division.

PCN	Current Title	New Title	Proposed Grade	Re-purposing Salary Impact FY23-FY24
893	Planner I	GIS Anaylst	14	\$21,021
799	GIS Analyst	GIS Supervisor	15	\$0

These changes are proposed to:

1. Align with industry standards to remain competitive and recruit/retain team members.
2. Set clear expectations of knowledge, skills, abilities for the positions.
3. Structure the Department to meet the diverse needs of the current and anticipated county functions, work demand, and committment to excellence.
4. Provide the necessary assistance to the current GIS Analyst to meet the backlog of development application reviews, and recognizing the increased emphasis on providing information and analysis internally and externally through means of maps, dashboards, and GIS applications.



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Date : August 07, 2023

To : Board of County Commissioners

From : Sabrina Minshall, AICP
Director of Development Services

Re: Planning Division Changes

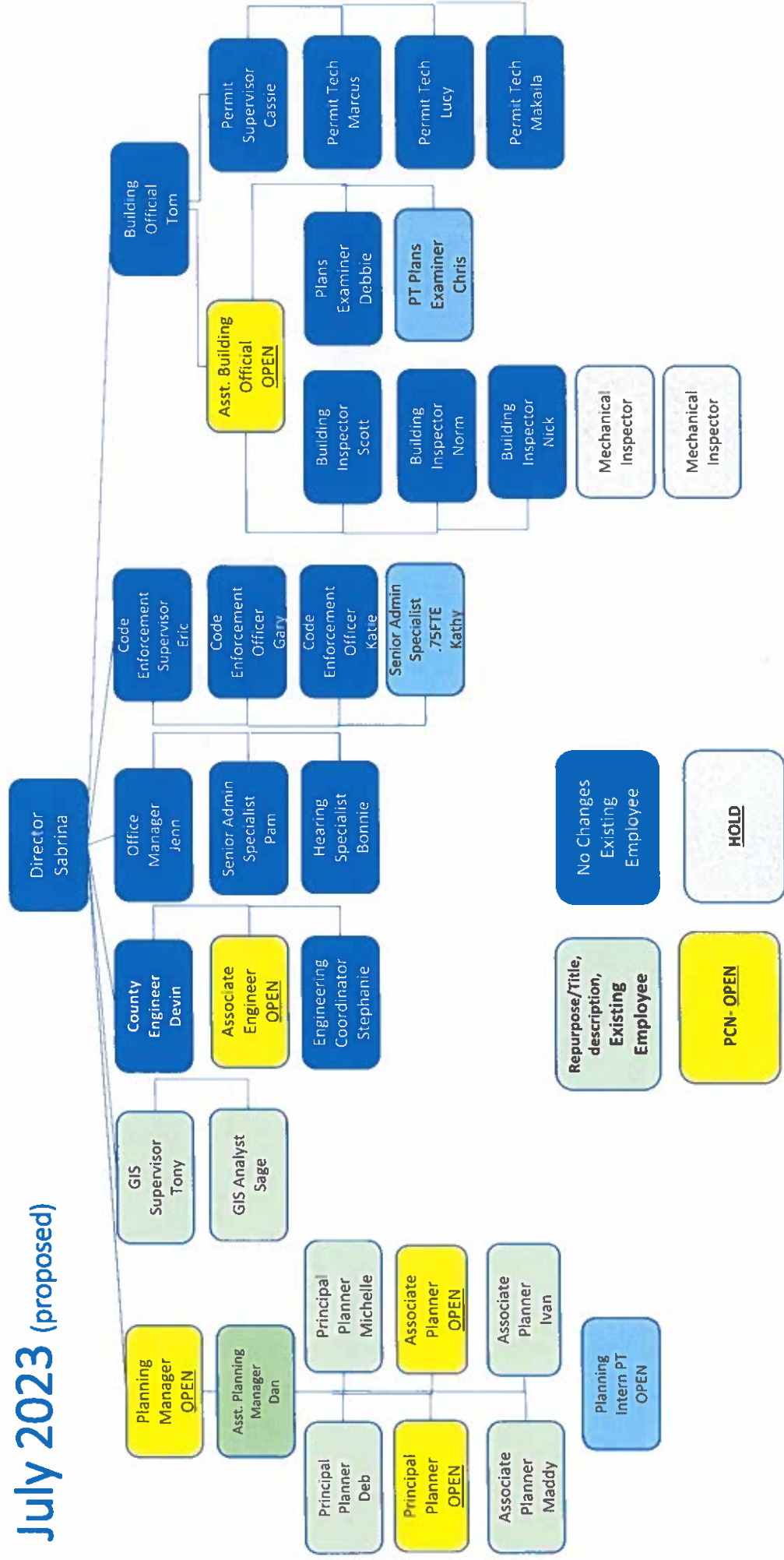
I am requesting approval to change the job titles and descriptions of the following positions in the Development Services Department, Planning Division.

PCN	Current Title	New Title	Salary Grade	Salary Impact FY23 vs FY24
077	Planning Official	Planning Manager	16	\$18,526
752	Planner III	Principal Planner	14	none
601	Planner III	Principal Planner	14	none
829	Planner III	Principal Planner	14	\$7,529
567	Planner II	Associate Planner	13	\$4,940
798	Planner II	Associate Planner	13	none
894	Planner I	Associate Planner	13	none
765	Planning Technician	Assistant Planning Manager	13	\$39,125

These changes are proposed to :

1. Align with industry standards to remain competitive and recruit/retain team members.
2. Differentiate the job duties appropriately between positions in the Planning Division.
3. Set clear expectations of knowledge, skills, abilities for the positions.
4. Structure the Department to meet the diverse needs of the current and anticipated county functions, work demand with reasonable application processing time, and commitment to excellence.
5. Provide additional crucial assistance in the Planning Division to focus on process, employee training, and quality control to reduce the significant backlog of development applications to be reviewed, as well as the need for proactive planning and ordinance updates.

July 2023 (proposed)





Assistant Building Official

Department: Development Services

Effective Date: 08/07/2023

FLSA Designation: Exempt

General Statement of Duties

This position functions as the direct Supervisor for the Inspector team within the Building Division. Acts as Building Official in his/her absence. Performs a variety of technical duties related to the inspection of structures including the review of construction plans and documents to ensure compliance with county building and zoning codes; performs administrative and professional duties, management and coordination of activities to ensure all construction projects comply with adopted codes and ordinances; develops and writes technical documents for enforcement of the County's policies, requiring the employee to exercise technical judgement and discretion based on extensive professional knowledge; directs, coaches and mentors building division employees as assigned, and performs other related duties as required.

Classification Summary

This position is a working Supervisor position who will conduct all types of building inspection services and plan review services as necessary per demand. Primary function of an employee in this class is to ensure consistency in inspection procedures, through performance of technical review and inspection of structures for which a permit is required, as well as coordination, training and management of building division staff to ensure the same outcomes, ensuring compliance with County ordinances and state and other applicable building codes. This is a management level position under the general supervision of the Building Official, with considerable latitude allowed for independent judgment and initiative. The principal duties of the position are performed in a building construction environment and outdoors, as well as an office environment and may include exposure to adverse weather conditions.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Works in collaboration and under the direction of the Building Official, manage, direct and support building division staff;
- Performs the duties of the Building Official in his or her absence;
- Based on demand, may function as an Inspector, or Plans Reviewer as needed, and as directed by the Building Official;
- Directly manages the inspector team including scheduling and leave requests, assignment of workload, and prioritization of efforts as needed to ensure consistent and superior customer service;
- Coordinates with supervisors, departments and outside county and state agencies, as deemed necessary to address the issues of complex building projects or enforcement procedures on code violations;
- Provides advanced professional and technical code interpretation and solutions to problems for staff, contractors, engineers, design professionals and the public;
- Assists Building Division staff in utilizing conflict resolution techniques to diffuse tense situations with customers who are angry, frustrated or confused because of inspection processes and code requirements;
- Coordinates with inspection staff for code interpretations and makes recommendations to the Building Official based on findings;

- Develops and conducts training programs and organizes continuing education programs for Building Division Staff;
- Assists with plans review as needed, as well as management of the building plans reviewer team, providing code interpretation and recommendations;
- Point of contact for citizen questions and complaints that arise in the Building Division, escalating situations to the Building Official as appropriate;
- Effectively communicates the County's and Department's organizational goals, objectives and values to staff and modeling behavior that is consistent with them;
- Involves employees in decision making processes, seeks employee ideas and input, encourages and emphasizes accountability for employees to be productive and to produce high quality work, recognizes and works with differences with employees and their work styles;
- Establishes clear standards for employee work performance, monitoring work performance, track qualitative performance measures, and providing timely feedback to staff about work performance;
- Identifies certification and training needs, conducting and scheduling necessary training to target work performance and certification maintenance;
- Evaluates existing protocols and procedures and works to update and train staff as necessary; makes suggestions for new or improved ways of addressing problems and daily work;
- Actively look out for the safety for employees, through training and setting safety expectations;
- Maintains knowledge of, and performs all work in accordance with, county plans, policies, codes, requirements, objectives and issues; maintains professional standards of continuous improvement and ensures responsible stewardship of public resources;
- Ensures documentation is complete and accurate for all inspection results, including violations and path of resolution; communicates results to affected parties as necessary for compliance;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Principles of supervisory practices; ability to apply county personnel regulations and procedural training of subordinates; well versed in best practices of team development and coaching;
- Principles, procedures, materials and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- Advanced knowledge of standard practices and procedures for field inspection;
- Knowledge of standard practices and procedures for building plan review;
- Advanced knowledge of current local, state, and national building codes, rules and ordinances; modern construction methods and materials; legal processes involved in the enforcement of codes and ordinances; current computer software, email and internet applications;
- Principles and best practices for safety management including training and compliance of subordinates;
- Best practices for conflict resolution and de-escalation techniques for difficult situations

Ability to:

- Demonstrate accountability- accepting responsibility for team and own actions, proactively finding solutions;
- Think analytically, using reasoning and positive communication skills to solve problems;

- Be innovative, looking beyond standard solutions;
- Consistently demonstrate excellent judgment;
- Ability to form a sound decision using best available information;
- Work with variety of individuals from various backgrounds in person or on the telephone;
- Learn and use new skills brought about by rapidly changing information and/or technology;
- Manage time and resources effectively to meet Department goals;
- Follow written and oral instructions; reading and interpreting complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Prepare oral and written reports and maintain review, inspection, and enforcement records and findings, documents, correspondence, and related files and records;
- Communicate effectively, both orally in writing to establish and maintain effective working relationships with other employees across the Department, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including communication of complex technical requirements to homeowners and others with limited experience;
- Work independently or in a group, completing assignments in a timely fashion; efficiently prioritize work load, including assignment to subordinates and accurately evaluate performance;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Traverse construction site terrain and conditions, climb stairs, fixed and portable ladders, access crawl spaces and occasionally inspect in tight, cramped spaces;
- Operate a motor vehicle;

Acceptable Experience and Training

- High School Diploma or GED equivalent is required. Associate Degree or advanced technical training in construction management or related field is preferred;
- Minimum three (3) years' direct construction experience;
- Minimum five (5) years' experience as a Building Inspector, and/or Building Plans reviewer;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must hold ICC, IRC (residential) and IBC (commercial) certification as a Building Inspector. ICC Mechanical Inspector certification preferred. If not in place at hire, will be required within 12 months of hire date;
- ICC Certified residential and/or commercial plans review certification is preferred; if not in place at time of hire, will be required within 18 months of hire date;
- ICC Certified Building Official (CBO) designation *preferred*; if not in place at time of hire, will be required within (2) years of hire date;
- Idaho Driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable

accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person, telephone and electronically;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans, and diagrams, and move through unfamiliar buildings, climb ladders, crawl around and under buildings and ditches and across steep and/or rough terrain;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections at building sites.

EOE Statement

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection is made without regard to race, color, religion, sex, national origin, age, disability or genetics.



Associate Engineer

Department: Development Services

Effective Date: 08/07/2023

FLSA Designation: Non-Exempt

General Statement of Duties

Under direct supervision of the County Engineer, performs routine and complex professional engineering activities, involving development application review including subdivision applications for compliance with local, state, and national regulations and standards. Performs project management activities and provides technical assistance to other divisions within the Development Services Department. Comprehensive exposure and involvement in land use/development process including county land use planning and policies and how they relate to regional planning of transportation, public resources, flood risk management, etc.

Classification Summary

Performs a full range of routine and complex professional engineering assignments in all program areas including assisting the general public, developers, builders, and County staff by communicating ordinances, policies, and procedures, reviewing land use applications for conformity to adopted codes and established plans, entering data into County systems, and supporting long-range planning activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all County employees, business owners, government agencies, contractors, engineers, and the public. The work is performed under the direct supervision of the County Engineer but considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Work (Illustrative Only)

- Conduct technical engineering design reviews of development applications and county led projects, both in office and in the field; perform project management activities;
- Recommend approval or modification of engineering designs, plans and specifications;
- Collection of physical and virtual data as part of review of land use applications or county led initiatives and projects;
- Reviews subdivision plats/plans and other zoning application materials and building permits for compliance with County ordinances and other engineering standards;
- Provides excellent customer service in a timely manner, researches and responds to questions related to code interpretation and compliance, conferring with and assisting planners, engineers, architects, business owners, inspectors, and the general public, routing questions to other personnel when appropriate;
- Assists with preparing revisions to codes, ordinances, and local regulations;
- Represents the Engineering Division in meetings with developers and also at Public Hearings as assigned; Some evening meetings will be required;
- Provides technical expertise, data, reports, and presentations to the County Engineer, the Director of Development Services, the Planning and Zoning commission, the Board of County Commissioners, and other County departments as requested;
- Conducts feasibility studies and field reviews of county led proposed projects to evaluate project need, determine parameters, recommend design features and modifications, and prepare preliminary project costs;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress and project status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas;
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- General knowledge of engineering principles and practices;
- General knowledge of the fundamentals of engineering design;
- General knowledge of public works construction project materials and methods;
- Thorough knowledge of computer applications for engineering, design and mapping;
- Thorough knowledge of project management principles and best practices;
- General knowledge of flood plain requirements and County flood plain ordinance;
- Basic knowledge of infrastructure and jurisdictional authorities related to County developments for determining requirements and applicability of codes and conditions.

Ability to:

- Read, interpret, and apply laws, resolutions, ordinances, codes, contract documents, specifications, and engineering and construction standards;
- Develop engineering plans and specifications;
- Prepare accurate and reliable reports containing engineering calculations, findings, conclusions, and recommendations;
- Use a logical reasoning process to break down situations or problems and arrive at an outcome, including recognizing fundamental elements of a situation, clarifying the situation, examining the facts, evaluating, interpreting and integrating solutions;
- Translate complex and technical information into clear and concise messages for non-technical audiences;
- Apply engineering principles and practices to a wide variety of public works projects, including complex calculations and analysis;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines by applying project management principles and practices to manage a multi-project workload to ensure timely and effective production of plan reviews and/or comments;
- Balance workload, competing priorities, and cyclical reviews to ensure timeliness and proactive communication of status of efforts with both internal and external parties;
- Participate in and provide engineering input for roundtable sessions and development meetings, spontaneous consultation meetings for potential projects, quickly identifying potential impact on proposed projects and processes;
- Exercise consistent and fair decision making and resolve issues related to the development process;
- Review and understand the county's floodplain ordinance requirements to provide technical and policy interpretations and recommendations;
- Provide excellent internal and external customer service;
- Communicate effectively and maintain working relationships with managers, contractors, consulting engineers, other County employees, and the public both orally and in writing, using both technical and non-technical language;

- Participates as part of a team to complete planning duties and to identify ideas for efficiencies within the Department and Division operations;
- Maintains a positive attitude of cooperation in the performance of work assignments, including adaptability, flexibility, and proactive engagement with customers, clients, and co-workers including problem-solving, decision-making, organization, and time management;
- Provides outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict;
- Understand and follow oral and/or written policies, procedures and instructions;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices;
- Perform other related duties as required.

Acceptable Experience and Training

- Graduation from an ABET accredited college or university with a Bachelor's Degree in Civil Engineering or other technical field acceptable for the state certified Engineering Intern program; Master's Degree in Civil Engineering preferred;
- Experience in land development, water resources engineering, public works project engineering design and construction, natural resource conservation, and/or regional planning;
- Any equivalent combination of education, experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Special Qualifications

- Possession of Engineering Intern or Engineer-in-Training certification;
- Idaho Driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC);
- Ability to obtain a Certified Flood Plan Manager (CFM) within one year of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person, telephone, and electronically;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans, and diagrams, and move through unfamiliar buildings, climb ladders, crawl around and under buildings and ditches and across steep and/or rough terrain;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections at development sites.

EOE Statement

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Geographic Information Systems (GIS) Supervisor

Department: Development Services
FLSA Designation: Non-Exempt

Effective Date: 08/07/2023

General Statement of Duties

Manages day-to-day activities of geographic information systems (GIS) activities and staff ensuring quality and efficiency. Performs a variety of skilled technical, cartographic and analytical work in connection with the investigation, development and maintenance of County Geographic Information System Database; performs routine and specialized technical assignments. Develops, implements, and supervises QA/QC processes to find and eliminate errors in data, maps, applications and reports. Builds, maintains, modifies, and updates GIS data to accommodate the needs of internal and external users; performs related work as required.

Classification Summary

The principal function of an employee in this class is to assume responsibility for planning, organizing, and supervising the various operations and team as it relates to the geographic information systems at the County. This position also directly performs skilled technical duties to create, maintain, update and develop the Canyon County GIS. Work is performed under the direct supervision of the Director of Development Services with considerable latitude for independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Examples of Work (Illustrative Only)

- Supervises GIS Analysts in the completion of both routine and complex projects, provides mentorship to manage workflow, adapts to changes in procedures, and increasing responsibilities;
- Creates schedules, assigns tasks, trains Division staff, sets and monitors goals, and performs employee evaluations;
- Establishes clear standards for employee work performance, monitors work performance, tracks qualitative performance measures, and provides timely feedback to staff about work performance.
- Identifies and corrects potential conflicts before they become a problem, demonstrates positive and solution-focused leadership through optimism, decisiveness, and team decision-making;
- Provides and models outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict with individuals;
- Communicates County and Department organizational goals, objectives and values to staff and models behavior that is consistent with them;
- Involves employees in the decision making processes, seeks employee ideas and input, encourages and emphasizes accountability for employees to be productive and to produce high quality work;
- Performs complex cadastral and GIS data maintenance, manipulation, analysis, extraction and generation assignments;
- Responds to requests from the public for mapping data;
- Coordinates various special projects and/or graphics for presentations in support of various county department staff;
- Prepares, plans, produces, maintains, and updates a variety of maps, drawings, plans and other graphic

representations displaying layers and attribute data from databases;

- Performs research on land use, zoning, building, demographics, density, mapping and other related issues, including assisting on reviews of parcel inquiries, building permits, and zoning permit applications to assure compliance with requirements;
- Coordinates and manages all elements of rural addressing including address assignment and confirmation of change of address and assists the public with addressing questions;
- Updates Rural Addressing System and provides addressing data to EMS 911, Google Maps, and other relevant County departments;
- Provides lead technical assistance to staff, clients and management, while communicating effectively on all levels and provides program coordination and reports;
- Uses cartographic techniques to represent spatial data; develops and maintains data layers, using GIS tools, CAD tools and relational databases;
- Oversees design and standards of structure and schema of new enterprise data requests;
- Administers, oversees and participates in website content development and editing, including incorporating new web technologies, features, and functions into County sites and mobile applications;
- Develops and programs GIS applications using a variety of programming languages.
- Administers GIS-based solutions that supplement Development Services operations (GIS Web Applications, internal GIS Applications, Dashboards, Story maps);
- Conducts continuing review of projects and records to assure compliance with best practices, department processes, and County rules;
- Performs detailed spatial analysis including notifications, buffering, and zone consolidation; enters attribute data pertaining to specific features into a relational database;
- In collaboration with the Development Services Director, develops and implements standard operating procedures, policies and accountability methods, and embraces a mindset of continuous improvement;
- Evaluates and implements work flow processes for improvements and makes recommendation(s) to the Development Services Director;
- Researches new GIS technology and provides recommendations for computer hardware, GIS software and imagery purchases;
- Assists the Development Services Director with budget preparation and implementation related to GIS;
- Works cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Principles of supervision, motivation, training, and performance evaluation;
- Customer service procedures, techniques, and objectives;
- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis;
- GIS database administration and management principles, methods and techniques, including quality control methods and practices;
- Surveying techniques and terminology;
- GIS database administration and management principles, methods and techniques, including quality control methods and practices;
- Cadastral mapping techniques and terminology;
- Knowledge of GIS software tools and applications including but not limited to ArcGIS, ArcServer, ArcSDE,

AutoCAD suite, MS Visio and applications of MS Office Suite;

- Hardware and software applications development methods, tools and utilities applicable to the GIS system;
- Principles and practices of GIS analysis and design;

Ability to:

- Plan, organize, integrate, monitor, and maintain comprehensive GIS systems and programs, and its related applications to meet Port-wide mapping and customer service objectives, including developing long-range GIS system goals;
- Lead and manage others;
- Communicate effectively, verbally and in writing, tailoring communication methods and styles to the audience;
- Use a variety of information from diverse sources to create GIS data and efficient and effective maps;
- Create, maintain, and update a GIS map and database system;
- Read and interpret legal descriptions, deeds, plat books, maps, and surveys;
- Research, analyze, evaluate, and draw logical conclusions from data;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Recognize potential problems; identifying alternative solutions and making appropriate recommendations;
- Prioritize work and perform accurately under time sensitive deadlines;
- Analyze complex problems, evaluate alternatives, and make sound independent decisions within established guidelines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Demonstrate good judgment and initiative to interpret and apply County policies and procedures;
- Facilitate consensus across the County and the Department by resolving conflicts and maintaining cooperative relationships with others through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials, and staff;
- Respond courteously to customer inquiries, which may be sometimes controversial or adversarial;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle.

Acceptable Experience and Training

- High School Diploma or GED equivalency required; Bachelor's Degree in Geography, Computer Science or related field from accredited University preferred;
- Two (2) years' supervisory experience in related field preferred;
- Seven (7) years' experience with ArcGIS Pro, ArcGIS Desktop, ArcGIS Server, ArcGIS Portal, ArcGIS Online, ArcGIS Portal; ESRI Community Analyst; web applications and mobile GIS, ArcGIS Online, aSQL and SQL Spatial queries, ESRI Geoprocessing Tools, Model-building, Python Programming Language (ArcPy module), Python API, Arcade, HTML, Java, ArcGIS Server and GIS Implementation;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- ArcGIS Professional Certification is required;
- Idaho Driver's License;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and read and prepare a variety of written, text, and electronic documents and maps;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and to operate specialized computer drafting and mapping equipment;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.

EOE Statement

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Planning Manager

Department: Development Services
FLSA Designation: Exempt

Effective Date: 08/07/2023

General Statement of Duties:

Directs operations and activities of the Planning Division including the development and implementation of short- and long-term planning and zoning activities and establishes and implements standards to ensure operational efficiencies.

Classification Summary:

The principal function of an employee in this class is to lead the overall operations and activities of the Planning Division. The work is performed under the direction of the Development Services Director, but considerable leeway and authority is granted for the exercise of independent judgement and initiative. Supervision is exercised over all Division personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Director, Board of County Commissioners, Planning and Zoning Commission, Department staff, other county employees, business and community groups, outside professionals, and the general public. This position may serve as acting Development Services Director in his/her absence.

Examples of Duties

- Leads, administers, and manages the Planning Division of the County Development Services Department including personnel, operations, policies and procedures, activities, planning, schedules, and priorities;
- In collaboration with the Development Services Director, develops and implements standard operating procedures, policies and accountability methods, embracing a mindset of continuous improvement;
- Provides professional-level project management including delegation, timelines, and accountability measures for tasks and cases, utilizing County selected project management programs, databases, and software programs;
- Develops strategic plans for the County Planning Division, identifying ways to improve internal processes, while delegating tasks to the Planning team, ensuring deadlines are met;
- Mentors Planning Division staff in the timely completion of assigned tasks and helps them manage workflow, changes in procedures, and responsibilities;
- Responsible for the accurate and high-quality preparation and maintenance of records and files and all staff reports, exhibits, correspondence, Findings of Facts, Conclusions of Law, and other documentation regarding planning and zoning applications and decisions including long-range planning projects;
- Ensures training and certification requirements and goals for Planning Division staff are met;
- Identifies and corrects potential conflicts before they become a problem, demonstrating positive, and solution-focused leadership through optimism, decisiveness, and team decision-making;

- Maintains a positive attitude of cooperation in the performance of work assignments including adaptability, flexibility, proactive engagement with customers, clients and co-workers, problem-solving, decision-making, resiliency, organization and time management;
- Provides and models outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict with individuals;
- Coordinates and requires accountability for all team cases with public hearing dates, records, and internal procedures;
- Provides and trains the division on excellent oral, written, and graphic communications tailored to the audience;
- Effectively communicates the County's and Department's organizational goals, objectives and values to staff and models behavior that is consistent with them;
- Involves employees in decision making processes, seeks employee ideas and input, encourages and emphasizes accountability for employees to be productive and to produce high quality work, recognizes and works with differences with employees and their work styles;
- Establishes clear standards for employee work performance, monitors work performance, tracks qualitative performance measures, and provides timely feedback to staff about work performance;
- Provides interpretation and decisions related to Canyon County ordinances to colleagues and the public regarding complex planning issues involving land use planning, policies, ordinance requirements, application filing procedures, and the permit review process;
- Writes requests for a variety of consultant proposals, prepares contracts, and monitors progress and adequacy of consultant work based on specific contract provisions; manages planning-related contracts with other agencies;
- Assists Development Services Director with staffing, policy issues and developing and implementing the Planning Division's budget;
- Provides professional and technical planning recommendations to Canyon County Planning and Zoning Commission and Board of County Commissioners;
- Meets with technical and citizens advisory committees to present and discuss or formulate policy recommendations;
- Coordinates with developers, contractors, property owners, community and neighborhood groups, civic advisory groups, the public, and other interested and affected parties in land use, planning, and development issues and decisions;
- Coordinates information and planning between cities, specifically on city impact areas;
- Coordinates information and planning with partner agencies;
- Prepares and presents oral and written reports on Planning Division activities, issues, and objectives as directed;
- Represents the County to regional planning groups and at public meetings;
- Maintains current assessments of County growth management needs and policies;
- Reviews and resolves complex or controversial applications and complaints from the public;
- Reviews and proactively completes County code updates and amendments to help achieve stated growth and planning policies;
- Leads integration of software-based solutions in the Planning Division, assuring adoption and consistency of use;
- Researches, analyzes, and writes comprehensive planning reports, ordinances, resolutions, comprehensive plans, subarea plans, and land use plans and amendments;
- Attends Planning and Zoning Commission and Board of County Commission meetings as required;

- Keeps the Development Services Director and designated others informed of work progress, including present and potential problems, and suggests new or improved ways to address such problems. Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- May serve as the Development Services Director in his or her absence;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles of supervision, motivation, training, and performance evaluation;
- Collaborative decision processes including outreach, facilitation, and communication methods;
- Project management principles, techniques, and outcome-based management;
- Principles and terms related to general and applied planning, development regulations, land use theory, transportation planning, comprehensive planning, and zoning requirements;
- Current city and county ordinances and codes governing zoning, development, design, subdivision, signs, and other applicable issues;
- Federal, state, and other applicable statutes governing planning, zoning, development, land use, and redevelopment program administration;
- Research, statistical analyses, and database management related to planning and development and economic development administration;
- Municipal budgeting procedures; administration, organization, and management procedures;
- Municipal accounting and administration procedures and practices relating to permit issuance and fee collection.

Ability to:

- Lead, coach, and mentor subordinate staff, including goal setting, work prioritization and corrective action;
- Set performance standards and metrics; implement accountability methods;
- Demonstrate good judgment and initiative to interpret and apply County policies and procedures;
- Communicate effectively and establish and maintain working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, in difficult and sometimes adversarial circumstances;
- Interpret, understand, explain, and apply complex planning laws, ordinances, codes, and regulations applicable to planning projects and studies;
- Read and interpret maps, aerial photos, site plans, plats, construction documents and legal descriptions; read, interpret, and apply ordinances, laws, policies, and procedures;
- Resolve conflicts and maintain cooperative relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials, and staff; respond in a positive manner to supervision;
- Think analytically and creatively to see patterns, problems before they emerge and find solutions that have not been proposed before;
- Compose clear and concise correspondence and written technical documents;
- Present to a variety of audiences, translating technical information to non-technical audiences;
- Facilitate cooperation and consensus by participating and working cooperatively in a team framework;
- De-escalate difficult situations in a respectful manner;

- Demonstrate integrity, initiative, and accountability in the performance of assigned tasks;
- Use sound judgment when escalation to Director is warranted;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties.

Acceptable Experience and Training

- Bachelor's Degree required in Planning, Community Development, Public Administration or closely related field; Master's degree preferred;
- Eight (8) years' experience in planning, development, county administration, or a related field, with at least three (3) of those years at a public agency;
- Five (5) years' supervisory experience;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- AICP Certification required within one year of date of hire. If not in place at time of hire, candidate must be qualified at hire to sit for the AICP exam;
- Idaho driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and review, evaluate, and prepare various written material, technical documents, blueprints, and plans;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems, adjust equipment, and operate a motor vehicle;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.

EOE Statement

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Planner (Associate and Principal)

Department: Development Services

Effective Date: 08/07/2023

FLSA Designation: Non-Exempt

General Statement of Duties:

Performs routine and complex professional planning activities involving advanced planning, processing of development applications, and special projects; performs related work as assigned.

Classification Summary:

A Principal Planner is differentiated from an Associate Planner by the level of experience and training, the complexity of the reviews or projects, and the level of direct supervision required.

Associate Planner: Performs entry to journey-level professional planning work including assisting the general public, developers, builders, and County staff by communicating ordinances, policies, and procedures; reviews land use applications for conformity to adopted codes and established plans, enters data into County systems, and long-range planning activities. The position requires some knowledge of County planning policies, procedures, and departmental regulations involving analysis and interpretation. Functions are performed under the supervision and direction of the Assistant Planning Manager and Planning Manager.

Principal Planner: Performs a full range of complex professional land use planning assignments in all program areas including assisting the general public, developers, builders, and County staff by communicating ordinances, policies, and procedures; reviews land use applications for conformity to adopted codes and established plans, enters data into County systems, and long-range planning activities. The position is the technical specialist, and acts as a lead project manager with full responsibility for reviews and processing of varied planning tasks and projects, mentoring Associate Planners. The position requires a thorough knowledge of county planning policies, procedures, and departmental regulations, with responsibility for performing the most complex and specialized planning assignments with considerable independence and initiative under the general direction of the Assistant Planning Manager and/or Planning Manager.

Examples of Duties

- Provides factual and interpretive information to the public, in person, on the phone, or via electronic communication regarding land use planning, policies, ordinance requirements, application filing procedures, and the permit review process;
- Reviews a variety of complex land use entitlements and other agency referrals for consistency with the adopted plans and regulations; develops staff recommendations and writes comprehensive staff reports with clear conditions of permit approval;
- Conducts research involving planning and development issues and impacts by tabulating, analyzing, and interpreting statistical and factual data to develop a basis for a conclusion;
- Researches, collects, and records factual property and resource information from a variety of sources including electronic databases; maintains information in the County's computer database; operates various office equipment;
- Researches, analyzes, and writes comprehensive planning reports, ordinances, resolutions, comprehensive plans, subarea plans, and other land use plans and amendments;

- Performs field inspections to determine compliance with permit approval conditions and to verify the accuracy of information submitted as part of the application process;
- Coordinates application and review processes with other affected agencies and parties;
- Meets with technical and citizens advisory committees to present and discuss or formulate policy recommendations;
- Coordinates the update of zoning maps, subdivision maps, land use maps, transportation maps, impact area maps, gravel pit and cell tower maps, agricultural use maps, school district maps, and related maps and documents with the GIS Division;
- Presents to the public, Planning and Zoning Commission, and Board of County Commissioners related to application processes, recommendations, and draft findings;
- Prepares requests for a variety of consultant proposals and monitors progress and adequacy of consultant work based on specific contract provisions;
- Participates as part of a team to complete planning duties and to identify ideas for efficiencies within the Department's operations;
- Maintains a positive attitude of cooperation in the performance of work assignments, including adaptability, flexibility, and proactive engagement with customers, clients, and co-workers including problem-solving, decision-making, organization, and time management;
- Provides outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict;
- Performs all work duties and activities in accordance with County policies, procedures, and safety policies;
- Performs other related duties as required.

Other Duties— Principal Planner

- Under the direction of the Assistant Planning Manager and/or Planning Manager, assists in implementing job standards and performance levels, provides direction to professional staff in determining the level of significance, priority status, and appropriate methodological analysis for studies;
- Assists with training and reviewing others' work including a variety of planning projects and development applications;
- Functions as Project Manager and Team Lead on complex projects/cases.

Knowledge, Skills, and Abilities

Associate Planner

Working knowledge and abilities

Principal Planner

Thorough knowledge and demonstrated abilities

Knowledge of:

- Principles, practices, techniques, and quantitative methods of land use planning;
- Resource management practices and techniques as applied to land use planning and techniques and methods involved in the preparation and implementation of long-range plans and amendments;
- Current and long-range County planning and development objectives, ordinances, and codes;
- Current County ordinances and codes governing zoning, development, design, subdivision, sign, and other applicable issues;
- State and other applicable statutes, case law, and court decisions governing planning, zoning, development, and land use issues and practices;

- Best practices in customer services;
- Project Management principles and best practices;
- Computer and quantitative methods, word processing, and graphic techniques applicable to land use planning;
- Communication methods, report writing, and presentations;
- Geographic Information Systems and Microsoft Office suite of programs.

Ability to:

- Research, analyze, evaluate, and draw logical conclusions from data;
- Interpret, understand, explain, and apply complex planning laws, ordinances, codes, and regulations applicable to planning projects and studies;
- Read and interpret maps, aerial photos, and legal descriptions; read, interpret, and apply ordinances, laws, policies, and procedures;
- Collect and tabulate statistical data and perform calculations to complete percentages, averages, land acreages, and distances;
- Resolve conflicts and maintain cooperative relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials, and staff; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis;
- Communicate effectively by preparing a variety of clear and concise oral presentations and planning reports;
- Manage and complete multiple tasks or projects in a timely manner;
- Communicate effectively in writing by preparing clear and concise planning reports, correspondence, and memoranda;
- Facilitate cooperation and consensus by participating and working cooperatively in a team framework;
- Utilize and operate various office machines including a personal computer for office usage and project application.

Acceptable Experience and Training

Associate Planner

- Bachelor's Degree in Planning or a closely related field, with planning courses included as part of the curriculum;
- One year of experience in planning or community development, or a closely related field is preferred;
- Demonstrated experience in customer service;
- Any combination of training, education, and/or experience which provides the knowledge, skills, abilities, and required conditions of employment listed.

Principal Planner

- Bachelor's Degree in Planning or a closely related field, with planning courses included as part of the curriculum;
- Three years' experience in land use planning or a closely related field, with at least one of those years' experience at a public agency;
- Any combination of training, education, and/or experience which provides the knowledge, skills, abilities, and required conditions of employment listed.

Special Qualifications

- Principal Planner - AICP Certification preferred. If not in place at time of hire, the candidate must be qualified within one year to apply to take the AICP exam; certification must be in place within eighteen months of date of hire;
- Idaho driver's license;
- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and review, evaluate, and prepare various written material, technical documents, blueprints, and plans.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems, adjust equipment, and operate a motor vehicle;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.

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Assistant Planning Manager

Department: Development Services
FLSA Designation: Exempt

Effective Date: 08/07/2023

General Statement of Duties:

Manages day-to-day activities of team of Principal and Associate Planners in the completion of work within department policies and in accordance with applicable County codes, ordinances, laws regulations, guidelines, policies, and directives; develops and reviews team programs; overall responsibility of for the work accomplished within assigned functional teams.

Classification Summary:

Under the general direction of the Planning Division Manager, the Assistant Planning Manager supervises a team of Associate and Principal Planners to perform a full range of complex professional land use planning assignments in all program areas. This position is responsible for reviewing and processing varied and complex development applications and long-range planning, requiring a thorough knowledge of county planning policies, Idaho state laws related to planning, procedures, and departmental regulations. This position is responsible for mentoring, coaching, and providing accountability for their team, including updating policies and procedures as necessary and making recommendations for continuous improvement.

Examples of Duties

- Supervises Principal and Associate Planners in the completion of both routine and complex planning projects;
- In collaboration with the Planning Division Manager and Development Services Director, develops and implements standard operating procedures, policies and accountability methods, and embracing a mindset of continuous improvement;
- Model and train staff on how to conduct research, collect, and analyze data; produce complete, accurate, and logical staff reports on the full scope of development applications; and proactive planning tasks including, but not limited to, conditional use permits, variances, subdivisions, annexation and zoning requests, comprehensive plan preparation and amendments, certificate of zoning compliance, other land planning projects and applications, ordinance re-writes or sub-area plans;
- Provides professional-level project management including delegation, timelines, accountability measures for tasks and cases, utilizing County selected project management programs, databases, and software programs;
- Mentors Principal and Associate Planners in the timely completion of assigned tasks and helps them manage workflow, changes in procedures, and increasing responsibilities;
- Serves as a member of various external and internal committees as assigned to represent Canyon County's vision, policies, and standards;
- Establishes and maintains effective working relationships within the Development Services Department, the Planning and Zoning Commission, the Board of County Commissioners, other civic leaders, customers, volunteers, state and federal authorities, other County Departments, and partner agencies;
- Makes formal presentations to the Planning and Zoning Commission, Board of County Commissioners, regional agencies, private development and/or Builder groups, and other public venues;
- Attends Planning and Zoning Commission and Board of County Commission meetings, as required;

- Coordinates with the Planning Division Manager on training programs, and individual team member goals including certification needs;
- Advises the Planning Division Manager on planning, zoning, development issues, and policies;
- Assists the Planning Division Manager in developing and implementing the fiscal year budget for the Division;
- Performs onboarding and ongoing training for new employees assigned to their team, facilitating regular team discussions;
- Fulfills the role of a project manager/lead Planner on most complex tasks related to assigned area of responsibility, which may include complicated development applications, special land use plans and studies (master plans, specific area plans, comprehensive plans, ordinance updates, demographic studies, etc.);
- Identifies and corrects potential conflicts before they become a problem, demonstrating positive, and solution-focused leadership through optimism, decisiveness, and team decision-making;
- Maintains a positive attitude of cooperation in the performance of work assignments including adaptability, flexibility, proactive engagement with customers, clients and co-workers, problem-solving, decision-making, resiliency, organization, and time management;
- Provides outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict with individuals;
- Effectively communicate the County's and Department's organizational goals, objectives and values to staff and models behavior that is consistent with them;
- Involves employees in decision making processes, seeks employee ideas and input, encourages and emphasizes accountability for employees to be productive and to produce high quality work, recognizes and works with differences with employees and their work styles;
- Establishes clear standards for employee work performance, monitoring work performance, track qualitative performance measures, and provide timely feedback to staff about work performance.
- Coordinates and provides accountability for all team cases with public hearing dates, records, and internal procedures;
- Provides and trains team on excellent oral, written, and graphic communications tailored to the audience;
- Maintains a reasonable case and project load, utilizing the team structure and delegation to complete projects and cases depending on complexity;
- Reads, interprets, and provides comments on site plans, concept plans, subdivision plats, topographical plans, landscape plans, legal property descriptions, warranty deeds, road users agreements, and communicates needed changes or adjustments per state or county laws, ordinances, policies, and procedures;
- Provides factual and interpretive information to colleagues and the public regarding complex planning issues involving land use planning, policies, ordinance requirements, application filing procedures, and the permit review process;
- Reviews a variety of complex land use entitlements and other agency referrals for consistency with the adopted plans and regulations; develops staff recommendations, and writes comprehensive staff reports; clears conditions of permit approval; coordinates applications and review processes with other affected agencies and parties;
- Prepares and presents planning and zoning code, subdivision and development ordinance, and land use proposals to the County Planning and Zoning Commission, Board of County Commission, and other administrative and hearing bodies for review and implementation;
- Researches, analyzes, and writes comprehensive planning reports, ordinances, resolutions, comprehensive plans, subarea plans, and land use plans and amendments;
- Performs field inspections to determine compliance with permit approval conditions and to verify the accuracy of information submitted as part of the application process;

- Performs all work duties and activities in accordance with County policies, procedures, and safety policies;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Advanced Knowledge of:

- Best practices in leadership and supervision;
- Principles and terms related to general and applied planning, development regulations, land use theory, transportation planning, comprehensive planning, and zoning requirements;
- Resource management practices and techniques as applied to land use planning;
- Demographics, population forecasting, housing, land use, and traffic studies;
- Math skills including statistical analysis;
- Federal, state, and local land use, permitting, and subdivision laws;
- Project management principles and practices including documentation, milestones/deadlines, and group facilitation;
- Computer and quantitative methods, word processing, and graphic techniques applicable to land use planning;
- Principles and practices of office organization and techniques and methods involved in the training and orientation of staff.

Ability to:

- Lead, coach, and mentor subordinate staff, including goal setting, work prioritization, and corrective action;
- Demonstrate good judgment and initiative to interpret and apply County policies and procedures;
- Research, analyze, evaluate, and draw logical conclusions from data;
- Interpret, understand, explain, and apply complex planning laws, ordinances, codes, and regulations applicable to planning projects and studies;
- Read and interpret maps, aerial photos, site plans, plats, construction documents, and legal descriptions; read, interpret, and apply ordinances, laws, policies, and procedures;
- Collect and tabulate statistical data and perform calculations to complete percentages, averages, land acreages, and distances;
- Resolve conflicts and maintain cooperative relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials, and staff;
- Think analytically and creatively to see patterns, problems before they emerge and find solutions that have not been proposed before;
- Compose clear and concise correspondence and written technical documents;
- Present to a variety of audiences, translating technical information to non-technical audiences;
- Ability to prioritize, organize and perform work with minimal supervision;
- Facilitate cooperation and consensus by participating and working cooperatively in a team framework;
- De-escalate difficult situations in a respectful manner;
- Utilize and operate various office machines including a personal computer and copier for office usage and project application.

Acceptable Experience and Training

- Bachelor's Degree in Planning or closely related field, with planning courses included as part of the curriculum; Master's Degree preferred;
- Minimum five (5) years' experience in land use planning or closely related field, with at least one year of experience at a public agency;
- At least two (2) years' supervisory experience in a comparable position;
- Any combination of training, education, and/or experience which provides the knowledge, skills, abilities, and required conditions of employment listed.

Special Qualifications

- AICP Certification required within one year of date of hire. If not in place at time of hire, candidate must be qualified at hire to sit for the AICP exam;
- Idaho driver's license;
- Must complete a background investigation through the National Crime Information Center (NCIC).

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and review, evaluate, and prepare various written material, technical documents, blueprints, and plans.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems, adjust equipment, and operate a motor vehicle;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.

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